

Data Privacy for Commercial

Data Privacy : General Data Protection Regulations (GDPR)
Why we collect this information
How information is used & Your Rights

Information (provided and/or collected) is used in the administrative process and procedures associated with the provision of an accommodation service by Jaynestreet Ltd. (**Your Commercial Lease**)

We do not share your information or personal details with any Marketing or Advertising agencies.

We keep all your information confidential and will only use your information to comply with applicable laws, regulations and rules. We will use your information for the purposes of debt recovery if there is a case of non - payment.

We will use your information to deal with any enquiries or requests we receive concerning the discharge of our responsibilities and obligations in respect of your Lease Agreement with Jaynestreet Ltd.

YOUR RIGHTS : You have legal rights to control what we do with your information.

You can request at anytime, to see what information we hold about you.

You can get a copy of the information. You can request that the information is corrected or updated if you believe the information we hold is wrong or inaccurate.

You can check at any time what information we hold, process and store.

Please contact our Data Control Office at :-

jayne@jaynestreet.co.uk

Data Privacy : General Data Protection Regulations (GDPR)
How your information is stored &
the period of time we hold your personal information

Your personal and financial data is stored securely. Our Information Database and our Financial Accounting Package are password protected.

We manage and maintain robust virus / internet protection software

Our computer systems are backed up on a regular basis.

We retain and store all the paper files which contain the information that is submitted to a

nominated Estate Agent at the application stage of the Lease negotiations.

All paper documents are held securely in locked files at our Head Office.

We will not keep your personal information longer than is necessary.

Your personal details will only be held for that period of time

required in order to supply efficiently the provisions of the

Commercial Lease granted. The period of time being the duration of the agreed Commercial lease.

We will hold all information concerning fees, Lease-rent and payments received.

Financial information together with **only** your name and the address of the property leased, will be kept for period of six years. This is done in order to comply with H.M.R.C. legal accounting requirements.

If you disagree with the above and in particular the periods of time your details are held please contact our data control office at :-

jayne@jaynestreet.co.uk